

****AMENDED – 21 JUN 2004**
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-169T

DATE: 08 JUN 2004

CLOSING DATE: 14 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

AIRCRAFT MAINTENANCE SUPERVISOR, WS-8852-14, TC80293000 (2 POSITIONS)

APPOINTMENT FACTORS:	OFFICER (X)	WARRANT OFFICER ()	ENLISTED ()
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SALARY RANGE:	SUPERVISORY (X) MANAGERIAL ()
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\$28.98 - \$33.80 PH	NON-SUPERVISORY/NON-MANAGERIAL ()
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LOCATION OF POSITION:

162ND FIGHTER WING, TUCSON, ARIZONA

AREA OF CONSIDERATION: This position is in the Federal/Civil Service and is **open to current members of the 162nd Fighter Wing and those eligible for membership.** Individual selected will receive a Permanent appointment subject to the completion of a one-year trial period. If a permanent technician is selected they will remain in that status. Acceptance of an Excepted Technician position over 179 days will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Compatibility Waiver will have to be submitted and approved prior to placement.

NOTE: This position is subject to rotating or night shift work.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (162FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 21B3

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge and/or appropriate training of maintenance at the intermediate level which would demonstrate a comprehensive knowledge of electrical, pneudraulic, and mechanical principals as applied to aircraft components and support equipment.
2. Knowledge of maintenance data and reporting, use blueprints, diagrams, schematics and technical publications.
3. Knowledge of various types of readiness evaluations/inspections such as UCI, ORI, AFE, mobility and support exercises.
4. Ability to participate and achieve program objectives in such areas as labor-management relations and equal opportunity, and represent management on matters involving these programs.
5. Ability to participate in high level management conferences concerning the development of policies, procedures, production goals and ability to accomplish proposed projects.
6. Ability to translate basic management goals and objectives into effective work operation, establishing a good working climate to encourage employee participation in achieving management goals and to promote efficient and economical working operations.
7. Knowledge of supply, transportation and POL operations procedures.
8. Ability to communicate and coordinate with subordinate, peer, superior and external work groups, organizations and agencies.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) MUST BE COMPLETED. FAILURE TO COMPLETE THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application ~~that~~ is chosen, it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on the closing date shown on the announcement. All applicants must be citizens (or owe allegiance to the U.S.). **Applications submitted in postage paid federal envelopes or by government fax machines is a violation of federal law and will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 36 months experience which demonstrates the ability to plan and organize work assignments for the function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the function and associated support organizations; experience which demonstrates the ability to deal effectively with other people and gain their cooperation in achieving common goals; experience which demonstrates the ability to supervise through subordinate supervisors, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general supervisory concepts, and a knowledge of shop processes; experience in adapting existing equipment and techniques to new situations. Experience in and knowledge of trades and labor work associated with exercising technical and administrative supervision of this position as required.

BRIEF JOB DESCRIPTION: The purpose of this position is to provide overall direction and coordination of subordinate work activities and functions. Work is carried out by two or more separate organizational units and is controlled through a number of subordinate supervisors. Work involves two or more dissimilar or unrelated occupations. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Aircraft Mechanic, WG-8852-12. Plans the overall allocation of personnel and other resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, and complexity, must be planned on a quarterly or long basis. Analyzes work plans developed by subordinate supervisors for accomplishment of assigned work orders and projects and the status of work being accomplished in relation to overall schedule requirements, including unanticipated or emergency requirements. Provides higher level managers and/or supervisors information on status of work projects, budget estimates, changes in equipment, facilities, techniques, etc. Coordinates and directs the work of units supervised. Assigns and explains work requirements to subordinate supervisors and sets deadlines. Balances workload for subordinate work groups. Promotes economical and efficient work operations. Prepares operating instructions and work plans to be followed by subordinate workers in accomplishing critical or emergency work projects. Spot checks work operations to assure production and quality standards are met. Coordinates work operations with other organizations and functions. Encourages employees to achieve management goals. Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Determines training needs for all levels of subordinates. Promotes and administers such programs as cost reduction, incentive awards, suggestions, and quality assurance. Ensures that regulations governing safety and housekeeping are observed. Assures that subordinate supervisors carry out such programs as labor management and equal opportunity. Ensures that position description are accurate and that position management principles are followed. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken. Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follows pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises.

SELECTING SUPERVISOR: LtCol MICHAEL KNUTSON